

- (b) Special arrangements for the placement of—
 - (i) Juveniles ;
 - (ii) Disabled persons ; and
 - (iii) Technicians, professional workers, salaried employees and executive staff ;
- (c) Adequate arrangements for the placement of women on the basis of their occupational skill and physical capacity.

II. EMPLOYMENT MARKET INFORMATION

5. The employment service should collect employment market information, including material pertaining to—

- (a) Current and prospective labour requirements (including the number and type of workers needed, classified on an industrial, occupational or area basis) ;
- (b) Current and prospective labour supply (including details of the number, age and sex, skills, occupations, industries and areas of residence of the workers and of the number, location and characteristics of applicants for employment).

6. The employment service should make continuous or special studies on such questions as—

- (a) The causes and incidence of unemployment, including technological unemployment ;
- (b) The placement of particular groups of applicants for employment such as the disabled or juveniles ;
- (c) Factors affecting the level and character of employment ;
- (d) The regularization of employment ;
- (e) Vocational guidance in relation to placement ;
- (f) Occupation and job analysis ; and
- (g) Other aspects of the organization of the employment market.

7. This information should be collected by suitably trained and qualified staff, in co-operation where necessary with other official bodies and with employers' and workers' organizations.

8. The methods used for the collection and analysis of the information should include, as may be found practicable and appropriate—

- (a) Direct inquiries from the bodies with special knowledge of the subjects in question, such as other public bodies, employers' and workers' organizations, public and private undertakings, and joint committees ;
- (b) Co-operation with labour inspection and unemployment insurance and assistance services ;
- (c) Periodical reports on questions having a special bearing on the employment market ; and
- (d) Investigations of particular questions, research projects and analyses carried out by the employment service.

III. MAN-POWER BUDGET

9. In order to facilitate the best possible organization of the employment market as an integral part of the national programme for the achievement and maintenance of full employment and the development and use of productive resources, an annual national manpower budget should be drawn up, as soon as practicable, as part of a general economic survey.